

Number	Effective	Title	Owner
II-110	7-93	Personnel Records	HR Manager

### **Personnel Records**

The payroll section shall maintain official permanent records for all employees of the department. Such records shall include: name, classification, work unit, changes in status, salary and class, performance evaluations, and other such information as may be considered pertinent.

Any employee may at any time review his or her personnel file in the presence of the personnel manager. All records and information compiled shall be made available to the employee upon the employee's request or that of his or her designated representative who has written authorization for access to such records.

The personnel manager will permit access to an employee's personnel file upon reasonable request from the employee's supervisor or from the director or designee. The payroll section shall forward a copy of each personnel action affecting the employee's status, pay, tenure, or other terms and conditions of employment to the employee.

### **Change of Name and/or Address**

When the name, home mailing address, home telephone number, or emergency notification information of an employee changes, the payroll section should be notified immediately.

### **Grievance Records**

The personnel manager shall maintain a department grievance file which shall be separate from the employee's official personnel file. This does not preclude certain records or final decisions of a grievance to be placed in the personnel file. Access to the grievance file shall be limited to the personnel manager or director.

### **Disclosure of Information**

The payroll clerk receives many requests for information regarding the employees of the department. Information regarding a classified employee's employment history, classification pay grade, step within a pay grade, longevity table, gross salary, status, work place and employing agency is public information. All other information regarding gender, race, marital status, birth date, mailing address, applications, correspondence, performance evaluations, and similar materials is private, proprietary information of the State of Idaho and the employee. Such information will not be released to non-governmental entities without the written consent of the employee.

Employees who apply for loans, insurance, etc. and who wish information released must assume responsibility to furnish the personnel manager with a written authorization. In some cases, the loan company or insurance company will, as a part of the application process, obtain signed release-of-information authorization from the applicant. In this event, an additional authorization will not be needed. Employees who desire to have information released may submit signed statements to the personnel manager indicating the type(s) of information to be released and to whom it may be released.